



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

October 18, 2013

Stacy Dake
709 10th Ave S
Clinton, IA 52732

Dear Stacy Dake,

Please read this carefully, failure to follow the instructions in this letter may result in revocation. A copy of this letter went to CCRR. You may contact CCRR for a visit. CCRR can help you get the forms and such you may need. CCRR will notify DHS that you are in compliance. You received a paper from me during our visit regarding any missing items.

This letter is in regards to the 10/16/13 compliance check of your Category A, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

Reminder: On November 1, 2013 there will new forms for physicals (for provider, family and pets). There are other forms will be updated at that time. These forms will be required to be in files during the next checklist.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards. **This is because items are missing.**

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children.

Need gloves

☐ 110.5(8) Children's Files.

You need a file for all children in your care. This includes non-state paid children. Please set the file.

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 12/2/13.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on or after 12/2/13.

Please do not hesitate to contact me if you have any questions regarding this letter.

Sincerely,

Glenda Currie

Glenda Currie, SW II, Childcare Specialist, gcurrie@dhs.state.ia.us

563/557-8251 or 690-5422 ex.t 422

800/650-6361 for long distance only

Fax: 563/557-9177

Always Remember: DHS web site: www.dhs.state.ia.us

CCRR has a new consultation tool which they will be using when they visit you. This tool will help prepare you for my checklist visit. I am encouraging all providers to contact CCRR for a visit prior to your renewal date every year. CCRR has other tools to help too, like the Family Child Care Environmental Rating Scale (FCCERS), and info on Positive Guidance and Discipline to name a few. Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. The Fire Marshal or Safety officers in your area are good sources for help setting up smoke detectors, fire extinguishers and other zoning questions.

For Jackson & Clinton County:

Kathy Richmond, krichmond@iacommunityaction.org, CCRR Child Care Consultant

CCRR, 240 N Bluff Blvd, Suite 203, Clinton, IA 52732

563-243-5220 or 866-243-5220,

563-362-8226 (Cell)

Fax: 563-243-7331

krichmond@iacommunityaction.org

Jeffrey Chapman, Safety Director: 563/242-0126 jchapman@clintonfd.us Clinton Fire Department

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).